

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, OCTOBER 18, 2001
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bernie Heier
Ray Stevens

Commissioners Absent: Bob Workman, Vice Chair
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:18 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, OCTOBER 17, 2001

MOTION: Heier moved and Stevens seconded approval of the Staff Meeting minutes of October 17, 2001. Heier, Stevens and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. County-City Building Security
- B. Legislative Resolutions 70 and 201

MOTION: Heier moved and Stevens seconded approval of the additions to the agenda. Heier, Stevens and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

A. County-City Building Security

Campbell reported that the Public Building Commission has reactivated the Security Committee.

B. Legislative Resolutions 70 and 201

Eagan reported that Mike Thurber, Corrections Director, and Amy Prenda, Director of Legal Research and Analysis at Kissel/E&S Associates, plan to attend a hearing on Legislative Resolution (LR) 70, an interim study to examine reimbursement options for counties relating to medical expenses for inmates in county correctional facilities. He said Kit Boesch, Human Services Administrator, plans to attend a hearing on LR 201, an interim study to determine whether Nebraska should change the age of majority from nineteen to eighteen years of age.

3 COMMUNITY MENTAL HEALTH CENTER VAN - Dean Settle, Community Mental Health Center Director; Dave Kroeker, Budget and Fiscal Officer

Dean Settle, Community Mental Health Center Director, requested authorization to purchase a 15 passenger van at a cost of \$21,797 (State contract price) to replace an older model that has mechanical problems. He said \$6,206 has been budgeted for the down payment and said the remainder could be financed with a Nebraska Association of County Officials (NACO) lease. He added that it would be beneficial to have lift equipment installed to meet the needs of handicapped clients.

Dave Kroeker, Budget and Fiscal Officer, suggested that the County explore whether the cost could be added to the NACO lease for the Lancaster Correctional Facility (LCF) well field. He said the Building Fund and Keno Fund are also potential funding sources.

MOTION: Heier moved and Stevens seconded to authorize Dean Settle, Community Mental Health Center Director, to work with the Purchasing Department on the purchase of a van with lift equipment and with Dave Kroeker, Budget and Fiscal Officer, on the financial arrangements. Heier, Stevens and Campbell voted aye. Motion carried.

4 MINIMUM ASSET VALUE FOR GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 34 - Dave Kroeker, Budget and Fiscal Officer; Tim Genuchi, Accounting Operations Manager for the County Clerk's Office

Dave Kroeker, Budget and Fiscal Officer, reported that a committee comprised of Tim Genuchi, Accounting Operations Manager for the County Clerk's Office; Terry Adams, Deputy County Treasurer; Don Killeen, County Property Manager; Kathy Smith, Assistant Purchasing Agent; Larry Worrell, County Surveyor, and himself have been working on a Request for Proposals (RFP) for *Capital Asset and Infrastructure Inventory and Valuation Services for GASB 34 Implementation for Lancaster County*.

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, reviewed *Lancaster County Personal Property Inventory (Exhibit A)*, noting three separate inventories are kept. He said the committee recommends that the recorded value of fixed assets for personal property on financial statements be raised from \$500 to \$5,000 for audit ability purposes.

Kroeker noted that fixed assets will continue to be tracked at the \$500 level for statutory purposes.

MOTION: Heier moved and Stevens seconded to accept the recommendation and to direct that a resolution be drafted for action at a County Board of Commissioners meeting. Heier, Stevens and Campbell voted aye. Motion carried.

5 EMERGENCY OPERATIONS CENTER CONFIGURATION - Doug Ahlberg, Emergency Management Director; Julie Righter, 911/Emergency Communications Director

Doug Ahlberg, Emergency Management Director, explained that his office will be relocated to make additional room for 911/Emergency Communications and said office furniture is needed as the existing furniture is the City's property. He estimated the cost of the new furniture at \$7,137 (Exhibit B).

MOTION: Heier moved and Stevens seconded to authorize Doug Ahlberg, Emergency Management Director, to work with the Purchasing Department on purchasing the furniture, including a desk chair. Stevens, Heier and Campbell voted aye. Motion carried.

Ahlberg also shared security concerns and discussed the need for an alternative location for the Emergency Operations Center.

6 HEALTH INSURANCE RENEWAL RATES - Steve Snyder and Craig Currier, Marsh USA, Inc.; Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager; Diane Staab, Deputy County Attorney

Self Insurance of the Dental Plan

Steve Snyder, Marsh USA, Inc., reviewed *Lancaster County - Dental Administrative Services Only (ASO) Comparison* (Exhibit C), noting the following:

- Ameritas will be responsible for any claims incurred prior to January 1, 2002
- A \$65,000 reduction in cash expenditures is anticipated for the coming year (\$35,000 differential in administrative fees and \$30,000 in deferred liability that will be used to establish a reserve fund)
- Reserve fund can be used to offset claim expenses if claims are higher than anticipated and deferred liability for the run out of claims, should the County elect to terminate the self-funded plan in the future
- Excess reserve funds can be used to offset rate increases and medical plan expenses (depending on contract language)
- Marsh USA, Inc. will evaluate the reserve fund on an annual basis as part of its contract (a fee will be charged if an actuarial certification is needed)

Snyder stressed that plan participants will see no changes in the plan as the only difference will be in how it is funded.

Health Insurance Renewal Rates

Snyder reviewed *Lancaster County, Summary of current and renewal medical plan costs* (Exhibit D). He said United Healthcare has agreed to a 13.8% rate increase, based upon a review of the claims experience, and said this is a savings of \$338,000 from the previous quote of a 19.5%. Snyder added that the rate proposal is contingent upon the County's acceptance of a three-tier pharmacy co-payment program - \$10 (generic)/\$20 (preferred drug list)/\$35 (non-preferred drug list).

Georgia Glass, Personnel Director, reviewed *Average Wages - County Employees and Impact of Insurance Rate Increase* (Exhibit E), noting that American Federation of State, County & Municipal Employees (AFSCME) and unrepresented employees will pay significantly less in the coming plan year, even with the rate increase, as the County will be picking up a greater share of their premiums.

Melvin Moore, AFSCME President, appeared and proposed the following (Exhibit F):

- A \$5.00 generic co-payment
- Exceptions be made for employees that do not have success with alternative drugs on the preferred drug list (formulary) or are required by their doctors to use non-preferred drugs, suggesting that these employees be charged the non-preferred drug price of \$18

Snyder said it is unlikely that \$5.00 generic co-payment pricing could be obtained.

Flexible Employee Benefit Account (FEBA)

Glass proposed that the maximum amount that an employee can deposit in a FEBA account be increased from \$2,000 to \$2,500. She noted the potential for liability if an employee's claims are paid out and the employee separates from employment without depositing the full amount in their account.

Life and Accidental Death Insurance Coverage

Bill Kostner, City Risk Manager, said ITT/Hartford's contract for life insurance will expire in January, 2002 and said UNICO Group, Inc. has offered to develop, at no cost, a joint Request for Proposals (RFP) for the City and County for the coverage (Exhibit G).

The Board scheduled the item on the October 25, 2001 Staff Meeting agenda.

Proposal to Change the Waiting Period for Group Insurance Participation

Dave Kroeker, Budget and Fiscal Officer, reviewed the following documents (Exhibit H):

- Estimated Cost of Providing Group Insurance to County Employees After Three Full Months of Employment Based on Calendar 2000 New Employees*
- Group Health Insurance Costs*
- Length of Stay for Employees Hired in 2000*
- County Departments Per Personnel*

Campbell said she supports the proposal as it will help to keep the County competitive with the private sector.

Returning to Self Insurance of the Dental Plan

MOTION: Heier moved and Stevens seconded to direct the County Attorney's Office to draft a resolution implementing self-funding of the employee dental plan and to notify Ameritas that the County is terminating the current dental plan. Heier, Stevens and Campbell voted aye. Motion carried.

Health Insurance Renewal Rates

Glass said a decision is needed on the health insurance renewal rates so that the Personnel Department can proceed with open enrollment.

The Board asked Marsh USA, Inc. to follow up on Moore's question as to whether exceptions can be made for employees that do not have success with alternative drugs on the preferred drug list (formulary) or are required by their doctors to use non-preferred drugs.

Craig Currier, Marsh USA, Inc., agreed to do so and will report back to Glass later in the day.

The Board scheduled the following on the October 23, 2001 County Board of Commissioners Meeting agenda:

- O A resolution decreasing the waiting period for medical insurance for County employees in the Classified service from six months to three months
- O A proposal from United Healthcare to increase health insurance premiums by 13.8% and adopt a formulary plan for prescription medications

7 DIRECTOR JOB DESCRIPTIONS - Georgia Glass, Personnel Director;
John Cripe, Classification and Pay Manager

Board consensus was to have each director present when their job description is reviewed and schedule 3 30 minute sessions on future agendas.

RETURNING TO ITEM 2B

Kit Boesch, Human Services Administrator, presented copies of written testimony that she submitted to the Nebraska Legislature's Judiciary Committee in support of LR 201 on behalf of the Homeless Teens Task Force of Lancaster County (Exhibit I). She noted the following recommendation:

The Homeless Teens Task Force is suggesting that while an Emancipation Statute is certainly needed in the state, an interim step might be to amend one of our Age of Majority laws, to allow minors to contract for necessities.

MOTION: Heier moved and Stevens seconded to support the recommendation of the Homeless Teens Task Force of Lancaster County. Heier, Stevens and Campbell voted aye. Motion carried.

The Board asked Boesch to forward a copy of the testimony to Gordon Kissel, Legislative Consultant, and to report back on any resulting legislation.

8 ACTION ITEMS

A. Topics for Joint Meeting with Douglas and Sarpy Counties

Eagan said the meeting is tentatively scheduled for 9 a.m. on November 8, 2001 in Omaha, Nebraska.

The following topics were suggested for the agenda:

- Legislation and related topics
- Security
- Interstate 80 Corridor
- Comprehensive Plans

B. Letter to Region V Regarding Families First & Foremost (F³) Invoices

The Board reviewed and made revisions to a draft of a letter to Doris Karloff, Region V Executive Committee Chair, regarding documentation of services provided by Family & Youth Investment (FYI) under the Families First & Foremost (F³) Grant and payment for those services (see Exhibit J for revised letter).

MOTION: Heier moved and Stevens seconded approval of the letter, as revised. Heier, Stevens and Campbell voted aye. Motion carried.

The Board requested that Eagan draft a second letter to Karloff, in consultation with Commissioner Hudkins, indicating that a question posed by a Region V Executive Committee member regarding family representation on the Conveners Group has been referred to that group.

C. Approval of Construction of Driveway Pursuant to Lease Agreement with BryanLGH Medical Center

MOTION: Stevens moved and Heier seconded approval. Stevens, Heier and Campbell voted aye. Motion carried.

D. Signature of County Board Chair on Commercial Insurance Application

MOTION: Heier moved and Stevens seconded approval. Heier, Stevens and Campbell voted aye. Motion carried.

9 ADMINISTRATIVE OFFICER REPORT

A. County Web Page

It was reported that Thorpe has been appointed to the Web Advisory Committee.

B. Maintenance Contract Insurance

Board consensus was to not purchase the insurance.

C. Request from the Village of Malcolm for Crosswalk at Malcolm Road and Lincoln Street

Board consensus was to refer the request to Don Thomas, County Engineer, for recommendation.

D. Raymond Zoning Issue

Report will be presented at the October 25, 2001 County Board Staff Meeting.

E. County Board Calendar for the Months of November and December

The Board tentatively cancelled meetings on the following dates:

- County Board of Commissioners Meeting on November 20, 2001
- Staff Meeting on November 22, 2001
- County Board of Commissioners Meeting on December 25, 2001
- Staff Meeting on December 27, 2001
- County Board of Commissioners Meeting on January 1, 2002
- Staff Meeting on January 3, 2002

10 DISCUSSION OF BOARD MEMBER MEETINGS

A. Joint Budget Committee - Campbell, Stevens

Kit Boesch, Human Services Administrator, gave an update on the Malone Community Center funding issue, reviewing the following (Exhibit k):

- Information the Audit Review Team presented at the United Way of Lincoln-Lancaster County meeting
- Joint Budget Committee status report on City/County funding of the center
- Joint Budget Committee's Proposal for Action
- Revised Proposal for Action indicating team responsibility
- Letters of response from the Malone Community Center Board President

- O Press release stating that offers of assistance from local government and the United Way of Lincoln/Lancaster County have been refused and indicating that the Joint Budget Committee will continue to support services in that neighborhood, with other agencies

11 ADJOURNMENT

By direction of the Chair, the meeting was adjourned at 11:35

Bruce Medcalf
County Clerk